

OFFICE OF THE SHERIFF

I. DEPARTMENT MISSION

The Contra Costa County Office of the Sheriff will provide the most efficient and effective law enforcement services possible. These services will be rendered with an intelligent expenditure of available resources. Our standard of conduct shall always be consistent with the *Law Enforcement Code of Ethics*. To maintain the public's combined trust, confidence and support, our efforts and demeanor will always strive to conform to the high standards expected by the public. We shall uphold the constitutional rights of individuals. We shall be fair, just, and responsive to public needs and feelings, while enforcing the law and carrying out our primary mission to protect life and property.

II. MAJOR PROGRAM DESCRIPTIONS

A. ADMINISTRATIVE SERVICES

This division provides organizational planning, fiscal and personnel management to ensure that the Office of the Sheriff attains all organizational goals and objectives. The Division also operates the Law Enforcement Training Center, providing basic police academy training and in-service and technical training. The Inspection and Audit Unit conducts research and background work for grant applications and audits.

BUDGET: \$6,193,059

FTE: 46

B. PATROL DIVISION

This division provides timely, professional response to calls for service and crime suppression through the use of a highly visible pro-active patrol force.

BUDGET: \$46,106,836

FTE: 327

C. INVESTIGATIONS DIVISION

This division provides follow-up to identify responsible parties for prosecution and to recover stolen property on all reported felony offenses and certain misdemeanor offenses that occur in the unincorporated areas of the County, contract cities and special districts.

BUDGET: \$6,114,425

FTE: 52

D. ADMINISTRATIVE AND COMMUNITY SERVICES UNIT

This unit is part of the Field Operations Bureau and functions as a liaison between the community and the Office of the Sheriff. This unit prepares contracts for police and dispatch services and provides an intelligence function for gang, crime, and terrorism activities.

BUDGET: \$1,337,354
FTE: 20

E. TECHNICAL SERVICES DIVISION

This division provides professional services and technical assistance to all divisions of the Office of the Sheriff, other governmental agencies and the public in the areas of communications (including dispatch, 9-1-1), management information services and fleet services. Technical Services Division also serves as the repository for all Office of the Sheriff records, and processes all civil and criminal documents, as well as conducts financial investigations as directed by the court and within the guidelines mandated by law.

BUDGET: \$16,821,117
FTE: 118

F. FORENSIC SERVICES DIVISION

This division provides analysis of physical evidence, consultation and crime scene processing services. It also stores, tracks and disposes of seized and found property and crime evidence submitted by the Office of the Sheriff and contracting agencies.

BUDGET: \$6,404,850
FTE: 70

G. CORONER DIVISION

This division provides investigation of specific cases to determine the cause of death.

BUDGET: \$2,155,448
FTE: 10

H. EMERGENCY SERVICES DIVISION

This division provides assistance to emergency response agencies, governmental agencies and the general public to prepare for and cope with natural and human-caused disasters. Emergency Services also oversees volunteer services, including reserves and Search and Rescue.

BUDGET: \$2,969,758
FTE: 21

I. DETENTION DIVISION

This division provides constitutionally safe and secure housing as well as the transportation of inmates who have been legally remanded or placed in the custody of the Sheriff.

BUDGET: \$40,889,594
FTE: 369

J. COURT SECURITY DIVISION

This division provides security to the Contra Costa County Superior Court and all court facilities in the County.

BUDGET: \$9,914,202
FTE: 91

K. DEPARTMENT DATA

BUDGET: \$137,569,289
FTE: 1,126

CLASS	ALLOCATED POSITIONS
SWORN:	
Administration	13
Field Operations	373
Custody Services	331
Support Services	41
GENERAL:	
Administration	33
Field Operations	27
Custody Services	129
Support Services	179
TOTAL AUTHORIZED POSITIONS	1126

EMPLOYEE PROFILE – STAFFED POSITIONS

	Male	Female	Total	Percent
Caucasian	535	224	759	74%
Hispanic/Latino	78	35	113	9%
African-American	69	58	127	11%
Pacific Islander/Asian	28	12	40	2%
Native American	8	0	8	<1%
Filipino	17	6	23	3%
Total	735	335	1070	100%
Percent	69%	31%		

III. DEPARTMENT ACCOMPLISHMENTS

A. ADMINISTRATIVE SERVICES

1. During 2002, the first year of operation for the Law Enforcement Training Center (LETC), three basic academy classes graduated, and in-service and technical training was provided to more than 3,000 students.
2. When the Office of the Sheriff took over the management of the academy, the student achievement scores ranked among the lowest in the state. During the first year, the classes scored above the state average in nearly every category. Such a major turn-around in less than one year is a great accomplishment for the Office of the Sheriff.
3. The move to the remodeled Law Enforcement Training Center was completed, and it now functions as one of the best physical training facilities in the region.
4. The Inspection and Audit Unit was initiated in August 2002, with the hire of a Specialist and an Experienced Clerk to staff the authorized positions. They quickly researched existing material and wrote a very detailed manual for performing inspections and audits. The Unit conducted three complete inspection/audit reports in calendar year 2002.
5. The Inspection and Audit Unit participated in the research and background work for the successful application for a \$75,000 "Creating a Culture of Integrity" grant to review several vital department functions.
6. Assisted by the Media Relations Specialist, the Recruiting Unit visited a number of law enforcement academy classes and participated in 21 career fairs and 20 community events. In August 2002, the Office of the Sheriff sponsored the first Law Enforcement and Fire Expo, an event that attracted corporate sponsors, federal and local law enforcement agencies and was attended by over 3,000 potential applicants.
7. In 2002, over 3,000 applications for Deputy Sheriff Recruit positions were processed. The written test for this position was administered to over 1600 candidates and 84 were subsequently hired. In addition to the Recruit testing process, the Recruiting and Hiring Unit administered the required testing for 28 Lateral Deputy Sheriff candidates, who were subsequently hired. At the end of 2002, all 602 authorized positions

for Deputy Sheriff were filled. This was the largest number of Deputy Sheriff candidates that have ever been hired by this agency in one-year period, and the first time in over twenty years that all sworn positions were filled.

8. The Background Unit processed approximately 600 candidates for sworn positions and 250 candidates for non-sworn positions.
9. During 2002, the Lieutenant assigned to the Planning and Research Unit maintained a number of functions that are vital to the continued success of the Office of the Sheriff, including legislative analysis as the Sheriff's representative to the California State Sheriff's Association Legislative Committee and the California Peace Officer's Association Legislative Committee. The Lieutenant also conducted a number of research projects and served as the Sheriff's representative on a number of critical committees.

B. PATROL DIVISION

1. Implemented a patrol schedule that resulted in better beat coverage and more officer training with significant reductions in officer injury and overtime.
2. Implemented a patrol rifle program to enhance first responder efficiencies during homeland security/active shooter incidents.
3. Implemented an equipment upgrade in the patrol fleet to make more efficient use of available law enforcement and crime fighting information technologies.

C. INVESTIGATIONS DIVISION

1. The vehicle theft investigator, funded with restricted revenue, located and identified stolen vehicles resulting in the recovery of stolen vehicles with a value of over \$ 3,948,615.
2. A Domestic Violence warrant sweep was conducted resulting in 25 arrests.
3. Aggressive narcotics investigations resulted in the confiscation of large amounts of illegal drugs and over \$145,000 in seized assets.
4. Investigative efforts resulted in several high profile homicide cases being solved.

D. TECHNICAL SERVICES DIVISION

1. The upgrade for the Computer Aided Dispatch/Records Management System is on track for completion at the end of June 2003. The computer hardware has been purchased, installed and configured. The software has been installed and staff training is in progress.
2. The new countywide California Law Enforcement Telecommunications System message-switching equipment has been installed and the software loaded. This system benefits all county justice agencies.
3. New workstation computers in the Dispatch Center replaced 26 older models to support the new CAD/RMS upgrade. In addition to providing more powerful workstations to the dispatch staff, these computers are also capable of handling dispatch mapping should the State 9-1-1 funding become available for that application.
4. A mandate requiring encryption for mobile data wireless public safety traffic involving California Law Enforcement Telecommunications messaging was met with the purchase of computer hardware and a new software application. This will allow for future applications such as remote fingerprint identification and the accessing of mugshot photos from Sheriff's patrol units.
5. The purchase of 42 new workstation mobile data computers for the Sheriff's patrol fleet completes the conversion to upgraded mobile data computers, providing improved daylight displays, touch-screen functionality, faster processing and increased data storage space for applications.
6. An upgraded Disc Image application was recently installed and distributed to allow Sheriff's crime reports to be archived. With this upgrade, a majority of staff is able to access these reports with available computer programs. The application is relatively new and is more easily accessible to remote users.

E. FORENSIC SERVICES DIVISION

1. The Forensic Services Division has received accreditation status from the Laboratory Accreditation Board of the American Society of Crime Laboratory Directors (ASCLD), joining an elite group of 238 accredited local, state, federal and private forensic laboratories in 37 states, the District of Columbia and five foreign countries. Accreditation is a long process where inspectors evaluate applicant laboratories for compliance to over 140 criteria representing administrative practices, personnel qualifications, training and proficiency testing of personnel,

safety practices, quality assurance measures and operations, and security and control of evidence and facilities.

2. The Evidence Storage Facility was also accredited by the ASCLD; it is now the only storage facility in the State, and is one of only 12 that meet the high standards required in the evaluation process. The facility occupies a newly renovated warehouse facility. The new facility offers improvements in security, storage space, evidence storage, and employee safety.
3. The Toxicology Unit completed the first phase of implementing an automated method for sample extraction. The new method provides significant improvement in sample throughput resulting in faster case turnaround times. Employee work time can be redirected to attend to other tasks.
4. The Division implemented over \$965,000 in grant-funded scientific equipment. The new equipment increases the types of services offered to clients, expands the sample capacity of certain analyses, and replaces outdated equipment.

F. CORONER DIVISION

1. Initiated a program of Neo-Gen Screening on all infant deaths. This gives parents genetic information on their child, allowing them to determine if there was something genetically inherited that contributed to the death.
2. Reduced the backlog and decreased the completion time for all autopsy reports. This allows family members and the public to receive a Coroner's report within two days of completion. This compares to a previous backlog of 60 days.
3. Storage and record keeping has been streamlined so that purges of specimens and records occur routinely and in a timely fashion.

G. EMERGENCY SERVICES DIVISION

1. Provided comprehensive position Incident Command System and Emergency Operations Center training for members of the response teams.
2. Conducted/participated in quarterly meetings of the Emergency Services Policy Board and the Operational Area Council.
3. Provided the Operational Area Districts with fundamental information on Disaster Recovery, SEMS (State Emergency Management System), and assistance available through state and federal agencies.

H. DETENTION DIVISION

1. All female inmates have been moved to the West County Detention Facility, meeting a long-term goal to improve detention conditions.
2. New schedules have been implemented for the deputies at the West County Detention Facility and the Main Detention Facility. One of the major benefits of this schedule is that it will allow the majority of staff to attend mandated training while on duty, reducing the overtime required.
3. The Marsh Creek Detention Facility wood shop produced over 1,100 toys and refurbished bicycles that were donated to 32 charitable organizations for distribution to underprivileged children during the Christmas season.

IV. DEPARTMENT CHALLENGES

A. INTERNAL TO SHERIFF'S OFFICE

1. Continue to provide and maintain a high level of service with reduced staffing during the period of budget reductions.
2. Meet the growing demands of the critical Sex Registration and High Tech Crime Unit with reduced resources.
3. Obtain maximum available grant funds to enhance homeland security and anti-terrorism posture and response capabilities.
4. Expand the evidence storage capacity of palm prints in the Main Detention Facility for use by the Sheriff's office and over 20 other law enforcement agencies in Contra Costa County. These palm prints will be added to the State database and will be searched against palm print evidence found at crime scenes.
5. Participate in a pilot project with the State of California to provide electronic fingerprint identification of defendants in the Courts. This will allow Contra Costa County Courts to meet the state mandate to use fingerprints to verify the identity of convicted defendants.
6. Develop the electronic distribution of laboratory analytical reports to law enforcement agencies and the District Attorney's Office, improving the timeliness and efficiency of report distribution.
7. Complete the remodel of the Delta patrol station.

8. Facilitate faster, more efficient processing of cases by establishing monthly meetings between the forensic pathologist and investigators with toxicologists and criminalists to review toxicology requests.

B. INTERNAL TO COUNTY OPERATIONS

1. Continue to work with the County Administrator's Office and the Department of Information Technology to complete the funding, design, and installation of a Countywide communications system upgrade.
2. Begin construction of the Public Safety Command Center to house all Sheriff's Administrative functions and the Emergency Operations Center.
3. The Office of the Sheriff has worked for several years on a project to research and coordinate the implementation of a Countywide Integrated Justice System. The vendor has provided a project manager and senior consultant to catalogue the needs of the various justice and law enforcement agencies in the County. A pilot project is in progress to share jail-booking information with county justice agencies. A committee of agency representatives provides operational oversight to the project team and the Justice Automation Advisory Committee provides policy oversight to the project. This integration effort will benefit all justice and law enforcement users.

V. PERFORMANCE INDICATORS

A. ADMINISTRATIVE SERVICES

1. TARGET: Provide mandated advanced officer and civilian training to the Office of the Sheriff personnel, local departments, and Northern California law enforcement agencies.

OUTCOME: Implemented the Law Enforcement Training Academy, graduating three basic police academies and providing in-service and technical training to over 3,000 students.

2. TARGET: Monitor internal operations to enhance the integrity and efficiency of processes being performed by the divisions.

OUTCOME: Developed the Inspection and Audit Unit and created a manual for performing internal inspections and audits.

3. TARGET: Fill all vacancies for sworn positions. Recruit for Deputy Sheriff.

OUTCOME: Over 3,000 applications were processed. The evaluation and selection process ensured that the most qualified candidates will be employed.

B. PATROL DIVISION

1. TARGET: Increase the sense of security in the community by reducing crime in Contra Costa County's unincorporated areas.

OUTCOME: There were 5,260 Part 1 crimes in 2002, a slight decrease from the previous report; there were 9 homicides in the unincorporated area, four less than last year.

2. TARGET: Increase law enforcement presence and activity in Contra Costa County's unincorporated areas.

OUTCOME: Patrol Division handled 159,235 details/calls for service in the unincorporated area; approximately 52% (83,342) were officer-initiated. Patrol activity includes:

- Reports Written: 19,199
- Arrests: 3,716
- Drug Related Arrests: 337
- Citations Issued: 4,289

C. INVESTIGATION DIVISION

1. TARGET: Increase closure rate of misdemeanor and felony cases.

OUTCOME: The Division handled 8,542 cases (felony and misdemeanor) in 2002, with an overall closure rate of 53% on felony cases. The value of stolen property recovered totaled \$4,164,952, (including stolen vehicle recoveries). Both the felony closure rate and the recovery of stolen property are indicative of the effectiveness of the Division.

2. TARGET: Increase auto recovery rates by concentrating the efforts of the Auto Theft Investigator.

OUTCOME: Focused law enforcement efforts resulted in the recovery of stolen vehicles valued at over \$3,948,615, reducing the number of stolen vehicles and protecting the property of the citizens of the County.

D. TECHNICAL SERVICES DIVISION

1. TARGET: Increase the number of calls received and answered through the Communications Center.

OUTCOME:

- The Communications Center received 571,195 calls in 2002 (47,600 calls per month), representing a 2% increase over 2001.
- 89,250 calls were received on 9-1-1 (7,438 calls per month), representing a 3% drop compared to 2001.

2. TARGET: Provide prompt and appropriate response to citizens' needs by increasing responses to incoming calls.

OUTCOME: 574,823 incidents were created in the CAD system (Computer Aided Dispatch), an increase of 17% over 2001. The calls may require a public safety response, a referral to another public agency, information provided to the caller, or result from self-initiated activity by field units.

3. TARGET: Maintain rapid information entry into statewide database for Domestic Violence and other types of restraining order information.

OUTCOME: The Records Unit continued to enter data on the same day the orders were issued, with very few exceptions. Immediate entry of restraining orders increases the ability of law enforcement officials to protect vulnerable persons.

E. FORENSIC SERVICES DIVISION

1. TARGET: Increase fingerprint examinations, processing, and identification to increase the crime solution rate.

OUTCOME: The Latent Fingerprint Unit processed 6,448 requests for examination, a 2% increase over 2001. Over 1,525 latent prints were searched in the Automated Latent Print System, resulting in the identification of 506 crime suspects. This is a hit rate of 33.2% on cases involving reportable offenses. For all those cases that have usable prints, it means that every third case will result in identification.

2. TARGET: Increase the number of cases examined and analyzed that involve controlled substances and drug manufacturing laboratories.

OUTCOME: The Drug, Alcohol and Toxicology Unit examined 2,717 alcohol cases. The Unit examined 6,747 cases for controlled substances, a 5.6% increase over 2001 and a 23% increase since 2000. The unit also examined 45 drug-manufacturing laboratories.

3. TARGET: Increase the number of processed requests for analysis of firearms, DNA, and trace evidence to assist investigators and prosecutors in identifying and prosecuting crime suspects.

OUTCOME: The Criminalistics Unit received almost 2,600 requests for service, a 45% increase over 2001. The Forensic Biology/DNA Unit received 270 requests, and the Firearms Unit received 710 requests. The Trace and Impressions Unit received 100 requests. In addition, the Criminalistics Unit processed 162 crime scenes and 1,313 stolen vehicles.

4. TARGET: Improve the capacity to link suspects with crimes by enlarging the database of evidence DNA profiles through entries into the CODIS system.

OUTCOME: Entries made into the CODIS system (Convicted Offender Database Index System) resulted in 12 hits. Six of these were Cold Hits to offenders (three homicides and three rapes). One homicide case was from 1979, and another was from 1986. Three other hits were case-to-case hits that linked independent sexual assault crimes together.

5. TARGET: Improve record keeping and unit efficiency by disposing of backlogged property and evidence.

OUTCOME: The Property and Evidence Unit disposed of more than 13,641 items through auction, incineration, or other methods. The Property Unit recently completed processing and disposal of property from backlog years and is currently up to date.

F. CORONER DIVISION

1. TARGET: Provide evidence to crime investigators and information to deceased persons' relatives on cause of death.

OUTCOME: The Division investigated 2,893 cases, performed 579 autopsies, and conducted 47 inspections.

2. TARGET: Increase rate of donor referrals to improve quality of life for donor recipients and enhance medical research.

OUTCOME: Ninety-six organ donor referrals were made to the University of California at San Francisco Medical Center, up from 12 referrals in 2001.

3. TARGET: Increase youth awareness of the consequences of driving under the influence of alcohol or drugs.

OUTCOME: The Division participated in "Every 15 Minutes" programs at five local high schools.

4. **TARGET:** Improve understanding of the function and operation of the Coroner Division.

OUTCOME: Tours of the Division were provided for over 358 health care professionals and students in criminalistic and medical programs, an increase of 9%.

G. EMERGENCY SERVICES DIVISION

1. **TARGET:** Increase knowledge and preparation for emergency situations.

OUTCOME: The Division continued to provide and update Incident Command System classroom training for Office of the Sheriff management personnel; provided basic, intermediate and advanced level Field Course training to Lieutenant's; made presentations and provided training to citizens and civic groups; conducted emergency response exercises with cities and industry; and worked on the development and implementation of operational area Homeland Security programs.

H. DETENTION DIVISION

1. **TARGET:** Decrease the expense of housing inmates.

OUTCOME: The custody alternative programs administered by the Custody Alternative Facility saved the expense of 63,466 custody days in a detention facility. The value of the custody days saved is \$3,744,494.

2. **TARGET:** Improve education, knowledge, and skill level of inmates to reduce recidivism.

OUTCOME: Inmates at the West County and the Marsh Creek Detention Facilities were provided educational, substance abuse, and life skill programs that resulted in: 5 inmates receiving High School Diplomas and 78 inmates receiving GEDs; 902 inmates completing one or more phases of the Drug/Alcohol program, 194 of whom graduated from the program. The new pre-release/transition component of the program was completed by 52 transitioning inmates. A total of 494 computer application certificates were also awarded.

Contra Costa Adult School Program recorded over 4,000 inmates who enrolled or attended educational vocational classes in 2002.

CONTRA COSTA COUNTY OFFICE OF THE SHERIFF

Organizational Chart

